



# VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 401-15-013**

**OPEN TO:** All Interested Candidates

**POSITION:** Receptionist/Administrative Assistant

**OPENING DATE:** September 22, 2015

**CLOSING DATE:** ~~October 22, 2015~~ **\*\* Extended to November 13, 2015**  
**\*\* Extended to December 22, 2015**

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** \$9,366 to \$10,533 (starting salary)

**POSITION TYPE:** LONG-TERM PERSONAL SERVICE CONTRACTOR (PSC)  
*(1 year contract, renewable at option periods)*

**\*\*\*FINAL HIRING CONTINGENT UPON AVAILABILITY OF FUNDS\*\*\***

**NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

Peace Corps Micronesia is seeking an individual for the position of Receptionist/Administrative Assistant. Post located in Palau.

## **BASIC FUNCTION OF POSITION**

Basic Function of Position: Serves as the Administrative Assistant (AA) for Palau Office under the Peace Corps Country Director, and is directly managed by the Palau Peace Corps Response Coordinator (PCRC). The AA will be performing a wide variety of administrative duties to enable Peace Corps to meet the goal of a high performing post.

A copy of the complete position description listing all duties and responsibilities is available at the Main Office in Kolonia, Pohnpei. Contact Kikulynn Hebel at (691) 320-2531.

## **QUALIFICATIONS REQUIRED**

- Education: An A.S. or an A.A. degree from an accredited institution is required, with a B.S. or a B.A. preferred.

- Experience: At least three years of progressively responsible experience in the professional, administrative management, or technical area is required.
- Experience working with host country government officials is required. Candidates must be well respected and connected to the local community.
- Experience in office administrative is required.
- Experience implementing trainings and making professional presentations preferred.
- Experience working with Americans of all ages and professional backgrounds is required.
- Language: Fluency in oral and written English is required. Fluency in Palauan is required.
- Knowledge: Must be able to read and understand the Peace Corps Manual regulations and thoroughly read and understand Peace Corps Programming and Training guidelines.
- Must be familiar with applicable local laws, traditional governing structures, and host country government development plans for the national and state levels.
- Must thoroughly understand the Peace Corps Mission in the country. Familiarity with basic development principles and techniques is an advantage.
- Abilities: Must be able to prioritize and organize work to meet tight deadlines, be able to diplomatically resolve issues in the best interests of Peace Corps and Palauan development needs, and provide effective support to Volunteers.
- Must have very good computer skills, and be able to work well in MS Word, MS Excel, and MS Outlook.
- Must have very good administrative skills, and be able to track expenditures, prepare basic budget requests, manage tracking logs (i.e., vehicle, phone, etc.), and manage purchase requests/documentation and tracking/bill payments with the support of the Pohnpei Admin Unit.
- Must also be able to arrange complex logistical support for training events, supervise contract personnel, and hold a valid driver's license. Frequent travel will also be required.
- Must have a clean background and be able to receive a clearance from the US Embassy.

Peace Corps is a professional organization. Standard Peace Corps office hours are 40 hours per week, but additional hours and off-hour (weekend/holiday) work may be needed to fulfill these duties and to support Volunteers.

## **SELECTION PROCESS**

It is essential that the candidate specifically address the required qualifications above in the application.

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

## **Peace Corps Basic QUALIFICATIONS for employment or contract.**

In order to qualify for a position with Peace Corps as a resident Foreign Service National (FSN) employee or Personal Services Contractor (PSC), an individual must meet the following:

- Palau citizenship is preferred for FSN and PSC positions, but positions are open to applicants of all nationalities who have the legal right to obtain employment in the FSM or Palau;
- Meet the minimum qualifications for the position sought. Each Position Description or Statement of Work outlines minimum and preferred qualifications;
- Be at least 18 years of age. Note that there may be a mandatory retirement age for FSN positions. The mandatory retirement age varies according to local labor law; and
- Possess a valid driver's license and receive written permission from the Country Director to drive a Peace Corps vehicle, if this is a duty required of the position.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff along with a listing of applicant's work experience attached as a separate sheet;
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B below for more information); plus
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Administrative Unit**  
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**POINT OF CONTACT**  
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**CLOSING DATE FOR THIS POSITION: 12/22/2015**

Peace Corps provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.